



Batched Bid Submission HNS 19-24

Company Acknowledgement:

The undersigned, having become thoroughly familiar with the terms, conditions, limitations, and provisions of the housing improvement work to be performed to the property's listed below to be funded through the City of Charlotte Neighborhood & Business Services, in addition, having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed contract documents including furnishing of any and all labor and materials, and to do all work required to complete said Work in accordance with the advised respective contractual, for the sum of money:

All labor, materials, services and equipment necessary for the completion of the Work shown on the Drawings and in the Specifications:

Address	Bid walk date	Addendum date	Total
1513 Norris Ave	10/18/18		
1515 Norris Ave.	10/18/18		
Written Grand Total Bid:			

Company shall enter dates below based on their capacity, when they can start and finish the projects above. Project start date shall be no sooner than six weeks after the bid walk date. (Contractors will be held accountable for these dates.)

Project start date:	
Project Completion Date:	

Please Print and Sign:	
Company Name/Firm:	
Authorized Representative Name:	
Signature:	Date:



Invitation to Bid HNS 19-24

NOTE: Contractors are not authorized to visit the property before or after the bid walk, without being accompanied by the City's Rehabilitation Specialist.

Documents included in Package:

- 1) Instruction to Bidders
- 2) Specs by Location/Trade (Scope of Work)
- 3) Subcontractor Certifications (if applicable)
- 4) Floor Plan / Site Drawing (if applicable)

Bid Walk & Bid Opening:

Project Address: 1513 NORRIS AVE.		LEADS SAFE CHARLOTTE
Bid Walk: 10/18/18 at 9:00 am		
Bid Opening: 10/25/18 at 2:00 pm		
Client Name:		Contact Number:
Project Manager: Mike Taylor		Contact Number: 704-336-4115

Bid Walk and Bidding Instructions:

All bid walks are mandatory.

If you are going to be late the policy is the following:

Contact me BEFORE the start time if you are going to be late. If you are going to be more than 10 minutes late, we will proceed without you and you will not be permitted to bid.

The day of a bid walk the best way to reach me is at Mike Taylor (cell # 980-215-1156).

Bids must be received by the date, time and place specified. All others will be considered non responsive and disqualified.

The Bids will be opened at 600 East Trade St. immediately following the above due date and time.



SAFE HOME
CITY OF CHARLOTTE
NEIGHBORHOOD & BUSINESS SERVICES

Company Acknowledgement:

The undersigned, having become thoroughly familiar with the terms, conditions, limitations, and provisions of the housing improvement work to be performed at **1513 Norris Ave** to be funded through the City of Charlotte Neighborhood & Business Services, in addition, having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed contract documents including furnishing of any and all labor and materials, and to do all work required to complete said Work in accordance with the advised respective contractual, for the sum of money:

All labor, materials, services and equipment necessary for the completion of the Work shown on the Drawings and in the Specifications:

Dollars (\$ _____)

Written total

Specs Dated: 9/7/18 Number of Pages: two plus one page lead scope plus floor plan

Addenda # 1 Dated: Number of Pages:

Addenda # 2 Dated: Number of Pages:

Project Schedule: *Minimum Start Date* -

Completion Deadline:

Please Print and Sign:

Company Name/Firm:

Authorized Representative Name:

Signature:

Date:



Requirements For Bidders

The City awards rehabilitation bids to the lowest responsive and responsible bidder. A responsible bidder for the safe home program is one who:

- 1) Is a licensed general contractor in the State of North Carolina;
- 2) Has an Renovate, Repair & Paint Certification (<http://www2.epa.gov/lead/renovation-repair-and-painting-program>);
- 3) Is not listed on a local, state or federal debarment list;
- 4) Carries an appropriate amounts of insurance;
- 5) Can provide references verifying the contractor has completed work of a similar scope in a good workmanship like manner or successfully completed prior work for the Safe Home program. Referenced work must have been completed in one year or less from date of this invitation to bid.

A responsive bidder must:

- 1) Submit all requested documentation on time;
- 2) Meet the above requirements for responsibility at the time of bid submittal;
- 3) Have the capacity to meet the required schedule for the project.
- 4) Existing rehab projects contracted by the contractor must be on schedule.

The City reserves the right to waive any minor informalities or irregularities, which do not go to the heart of the bid submittal or prejudice other offers, or to reject, for good and compelling reasons, any or all bid submittals.

Mikel Taylor
Rehabilitation Specialist
City of Charlotte
Neighborhood and Business Services
600 E. Trade St.
Charlotte, NC 29202
PH: (704) 336-4115
Fax: (704) 632-8575



Instructions to Bidders

Explanations to Bidders

Any explanation desired by a Contractor regarding the meaning or interpretation of the advertisement for bids, drawings, specifications, etc., must be requested in writing to the Rehabilitation Specialist with sufficient time allowed for a reply to each Contractor before the submission of their bids. Any interpretation made will be in the form of an addendum to the invitation for bids, drawings, specifications, etc., and will be furnished to all prospective Contractors. The Contractor must acknowledge any revision to the bid documents in the space provided on the bid form and it must be submitted with their bid package.

Preparation of Bids

Bids shall be submitted on the forms furnished, or copies thereof, and must be manually signed. If erasures or other changes appear on the forms, the person signing the bids must initial each erasure or change

- The Contractor's Bid Proposal must be properly executed and submitted on the form provided. Bids by Contractors must be received by the Rehabilitation Specialist at the time and place specified on the "Invitation to Bid"
- No bid will be considered unless all individual work items on the Bid Form including any addendums are priced. The sum of all work items must equal to the Total Bid Amount.
- Unless called for, alternate bids will not be considered
- Modification of bids already submitted will be considered if received at the office designated in the invitation for bids by the time set for opening of bids

Submittal of Bids

- Sealed bids will be submitted to the Safe Home Program Office as directed in the invitation to bid prior to or at the appointed bid opening time
- Bid will be time stamped on the date of delivery
- Each bid must be submitted in a sealed envelope bearing on the outside the name of the Contractor, the name of the project for which the bid is submitted, and the date and time of the bid opening
- All bids submitted must be typed or written in ink and signed by the Contractor's designated representative



SAFE HOME
CITY OF CHARLOTTE
NEIGHBORHOOD & BUSINESS SERVICES

- Failure to include all forms may result in rejection of a bid
- Required Bid Package Forms:
 - Scope of Work
 - Addenda Acknowledgement
 - Itemized Work Sheet
 - Subcontractor Certifications (if applicable)

NEIGHBORHOOD & BUSINESS
SERVICES

<http://housing.charlottenc.gov> | 600 E. Trade Street | Charlotte, NC

Work Specification

Response Due: 9/7/2018 11:00 am

Prepared By:
City of Charlotte Housing & Neighborhood Services
600 E. Trade Street
Charlotte, NC 28202
(704) 336-7600

Property Details

Address: 1513 - 1515 Norris Av.
Charlotte, NC 28206

Owner: George Moreland Jr.

Owner Phone: (704) 591-0226 xOwner

Structure Type: Multi-Unit

Program(s): Tested- HAS LEAD

Square Feet: 1396

LeadSafe 2016

Year Built: 1956

Healthy Homes LBP 2016

Property Value: 28900

Tax Parcel: 07905704

Census Tract:

Property Zone: Council District 1

Additional Comments

1513 Healthy Homes Scope

Repairs

Description

Floor

Room

Exterior

Electrical Safety (1513)

1513

Replace all receptacles, switches and cover plates throughout entire house. Use 3 prong receptacles. Protect receptacles with GFCI breakers or GFCI outlets at the head of each affected circuit. Label outlets as required by Code.

Install two GFCI protected outlets at the kitchen counter and one GFCI protected outlet at the bathroom sink. Scope includes repair and touch up painting of finish materials as necessary.

Scope requires an electrical permit and inspection.

HH

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Smoke Detector Hard Wired (1513)

1513

Install UL approved, interconnected, ceiling mounted smoke and heat detectors permanently wired into a receptacle boxes with battery backups in bedrooms and outside of sleeping areas.

HH

Bid Cost: _____ X _____ = _____
Base Quantity Total Cost

Work Specification

Attic Insulation Increase to R-38 (1513)

1513

Increase attic insulation to R-38, contractor to attach verification to rafter at attic access, easily seen. Include ventilation baffles to code.

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Insulate Floor R-19 (1513)

1513

Install R-19 Kraft faced batt fiberglass insulation to floor where missing. Vapor barrier must face heated space. Use strong wire, "tiger teeth" or mesh to hold insulation in place.

HH

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Vapor Barrier (1513)

1513

Lay 6 mil poly vapor barrier on ground in crawl space and 6" up foundation walls. Overlap seams by 2' and secure with duct tape.

REMOVE ALL DEBRIS FROM CRAWL SPACE BEFORE INSTALLING VAPOR BARRIER

HH

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Exterminate Insects (1513)

1513

Exterminate for insects. Include a one year warranty. All extermination shall be performed by a licensed contractor.

HH

Bid Cost: $\frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$

Certification

Contractor Name: _____

Total Cost: _____

Signature: _____

Date: _____

LEAD ABATEMENT SCOPE OF WORK
& INSTRUCTIONS TO BIDDERS

Address 1513 Norris Ave.

8/13/2018

Complete the following scope of work:

Item #	Feature	Method	Number	Cost Per unit	COST
1	A side Door--Front door to front unit	Remove existing screen door and save for reinstallation. Remove existing entry door unit and dispose of properly. Install a new insulated six panel steel door with peephole and a lever entryset with deadbolt keyed alike. Paint door to match existing and reinstall screen door.			
2	A, B, and D side soffit, fascia, and frieze board on front unit	Replace any rotted wood in the components. Cover all components with Tyvek and metal or vinyl. NOTE: REQUIRES REMOVAL AND RE-INSTALLATION OF GUTTERS ON B SIDE.			
3	Window 1--A side front unit	Remove window sashes and parting beads and dispose of properly. Install an Energy Star vinyl replacement window. NOTE: DO NOT WRAP EXTERIOR WINDOW COMPONENTS.			
4	Window 5--D side front unit	Remove window sashes and parting beads and dispose of properly. Install an Energy Star vinyl replacement window. NOTE: DO NOT WRAP EXTERIOR WINDOW COMPONENTS.			
5	Window 7--D side front unit	Remove window sashes and parting beads and dispose of properly. Install an Energy Star vinyl replacement window. Wrap all painted exterior window components.			
6	Window 4--A side front unit	Scrape and paint window sill.			
7	D side door and screen door--front unit side door	Remove storm door and entry door unit and dispose of properly. Install a new insulated six panel steel door with a peephole and a lever handle entryset and deadbolt key the same as the front door. Install a new wooden screen door. Paint all to match existing.			
8	Specialized Cleaning	Clean unit and surroundings as necessary for a HUD lead grant clearance. NOTE: NO DUST WIPE SAMPLES TESTED ABOVE ACTION LEVELS			

Total Bid: \$_____

The undersigned contractor agrees to perform the scope of work for the indicated fee in accordance with applicable regulations and the project manual. The undersigned also certifies that the work will be completed within _____ days of award.

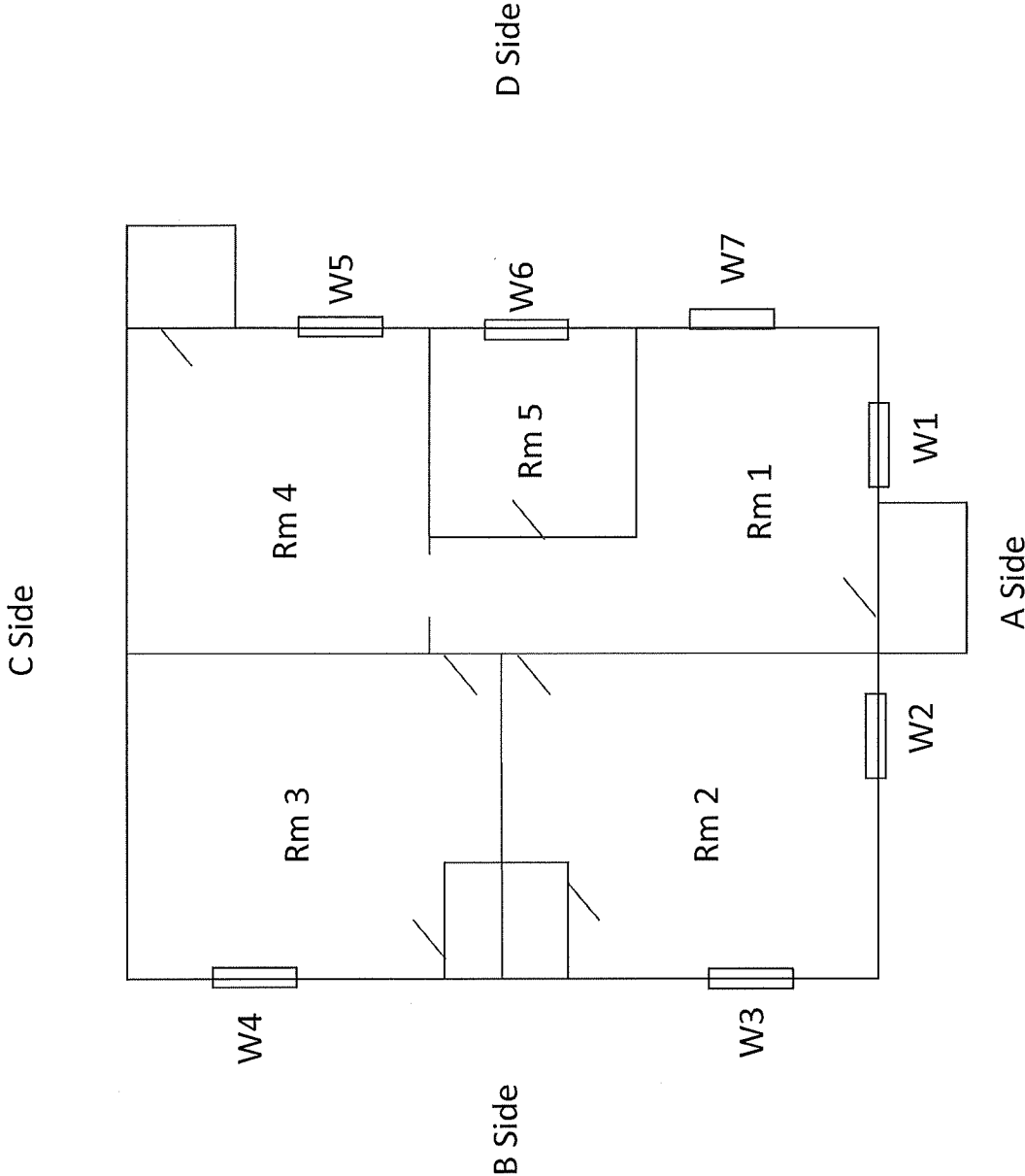
Signature of authorized contractor representative_____

Contractor Submitting Bid:_____

Address:_____

Phone:_____

1513 Norris Ave
Charlotte, NC





Invitation to Bid HNS 19-24

NOTE: Contractors are not authorized to visit the property before or after the bid walk, without being accompanied by the City's Rehabilitation Specialist.

Documents included in Package:

- 1) Instruction to Bidders
- 2) Specs by Location/Trade (Scope of Work)
- 3) Subcontractor Certifications (if applicable)
- 4) Floor Plan / Site Drawing (if applicable)

Bid Walk & Bid Opening:

Project Address: 1515 NORRIS AVE.		LEADSAFE CHARLOTTE
Bid Walk: 10/18/18 at 9:00 am		
Bid Opening: 10/25/18 at 2:00 pm		
Client Name:	Contact Number:	
Project Manager: Mike Taylor	Contact Number: 704-336-4115	

Bid Walk and Bidding Instructions:

All bid walks are mandatory.

If you are going to be late the policy is the following:

Contact me BEFORE the start time if you are going to be late. If you are going to be more than 10 minutes late, we will proceed without you and you will not be permitted to bid.

The day of a bid walk the best way to reach me is at Mike Taylor (cell # 980-215-1156).

Bids must be received by the date, time and place specified. All others will be considered non responsive and disqualified.

The Bids will be opened at 600 East Trade St. immediately following the above due date and time.



SAFE HOME
CITY OF CHARLOTTE
NEIGHBORHOOD & BUSINESS SERVICES

Company Acknowledgement:

The undersigned, having become thoroughly familiar with the terms, conditions, limitations, and provisions of the housing improvement work to be performed at **1515 Norris Ave** to be funded through the City of Charlotte Neighborhood & Business Services, in addition, having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed contract documents including furnishing of any and all labor and materials, and to do all work required to complete said Work in accordance with the advised respective contractual, for the sum of money:

All labor, materials, services and equipment necessary for the completion of the Work shown on the Drawings and in the Specifications:

Dollars (\$ _____)

Written total

Specs Dated: 9/7/18 Number of Pages: three plus one page lead scope plus floor plan

Addenda # 1 Dated: Number of Pages:

Addenda # 2 Dated: Number of Pages:

Project Schedule: *Minimum Start Date* -

Completion Deadline:

Please Print and Sign:

Company Name/Firm:

Authorized Representative Name:

Signature:

Date:



Requirements For Bidders

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- 3) Is not listed on a local, state or federal debarment list;
- 4) Carries an appropriate amounts of insurance;
- 5) Can provide references verifying the contractor has completed work of a similar scope in a good workmanship like manner or successfully completed prior work for the Safe Home program. Referenced work must have been completed in one year or less from date of this invitation to bid.

A responsive bidder must:

- 1) Submit all requested documentation on time;
- 2) Meet the above requirements for responsibility at the time of bid submittal;
- 3) Have the capacity to meet the required schedule for the project.
- 4) Existing rehab projects contracted by the contractor must be on schedule.

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Mikel Taylor
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- All bids submitted must be typed or written in ink and signed by the Contractor's designated representative



SAFE HOME
CITY OF CHARLOTTE
NEIGHBORHOOD & BUSINESS SERVICES

- Failure to include all forms may result in rejection of a bid
- Required Bid Package Forms:
 - Scope of Work
 - Addenda Acknowledgement
 - Itemized Work Sheet
 - Subcontractor Certifications (if applicable)

NEIGHBORHOOD & BUSINESS
SERVICES

<http://housing.charlottenc.gov> | 600 E. Trade Street | Charlotte, NC

Work Specification

Response Due: 9/7/2018

Prepared By:
City of Charlotte Housing & Neighborhood Services
600 E. Trade Street
Charlotte, NC 28202
(704) 336-7600

Property Details

Address: 1513 - 1515 Norris Av.
Charlotte, NC 28206

Owner: George Moreland Jr.

Owner Phone: (704) 591-0226 xOwner

Structure Type: Multi-Unit

Program(s): Tested- HAS LEAD

Square Feet: 1396

LeadSafe 2016

Year Built: 1956

Healthy Homes LBP 2016

Property Value: 28900

Tax Parcel: 07905704

Census Tract:

Property Zone: Council District 1

Additional Comments

1515 Healthy Homes Scope

Repairs

Description

Floor

Room

Exterior

Electrical Safety (1515)

1515

Replace all receptacles, switches and cover plates throughout entire house. Use 3 prong receptacles. Protect receptacles with GFCI breakers or GFCI outlets at the head of each affected circuit. Label outlets as required by Code.

Install two GFCI protected outlets at the kitchen counter and one GFCI protected outlet at the bathroom sink. Scope includes repair and touch up painting of finish materials as necessary.

Replace existing light with a ceiling mounted 2 bulb UL approved, LED light fixture with shade and lamps.

Scope requires an electrical permit and inspection.

HH

Bid Cost: X =
Base Quantity Total Cost

Work Specification

Smoke Detector Hard Wired (1515)

1515

Install UL approved, interconnected, ceiling mounted smoke and heat detectors permanently wired into a receptacle boxes with battery backups in bedrooms and outside of sleeping areas.

HH

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Attic Insulation Increase to R-38 (1515)

1515

Increase attic insulation to R-38, contractor to attach verification to rafter at attic access, easily seen. Include ventilation baffles to code.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Insulate Floor R-19 (1515)

1515

Install R-19 Kraft faced batt fiberglass insulation to floor where missing. Vapor barrier must face heated space. Use strong wire, "tiger teeth" or mesh to hold insulation in place.

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Vapor Barrier (1515)

1515

Lay 6 mil poly vapor barrier on ground in crawl space and 6" up foundation walls. Overlap seams by 2' and secure with duct tape.

REMOVE ALL DEBRIS FROM CRAWL SPACE BEFORE INSTALLING VAPOR BARRIER

HH

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Exterminate Insects (1515)

1515

Exterminate for insects. Include a one year warranty. All extermination shall be performed by a licensed contractor.

HH

$$\text{Bid Cost: } \frac{\text{Base}}{\text{Quantity}} \times \text{Quantity} = \text{Total Cost}$$

Work Specification

Certification

Contractor Name: _____

Total Cost: _____

Signature: _____

Date: _____

LEAD ABATEMENT SCOPE OF WORK
& INSTRUCTIONS TO BIDDERS

Address 1515 Norris Ave.

8/13/2018

Complete the following scope of work:

Item #	Feature	Method	Number	Cost Per unit	COST
1	B side entry door to rear unit	Removed screen door and save for reinstallation. Wrap exterior components of door frame with Tyvek and metal. Reinstall screen door.			
2	Fascia, soffit, and frieze board on B, C, and D sides of rear unit	Replace any rotted wood in these components. Wrap all components with Tyvek and metal or vinyl. NOTE: REQUIRES REMOVAL AND REINSTALLATION OF GUTTERS ON B SIDE.			
3	D side of rear unit, window 7	Remove sashes and parting beads and dispose of properly. Install energy efficient vinyl replacement window and wrap exterior components with Tyvek and metal.			
4	D side door of rear unit.	Remove screen door and dispose of properly. Wrap exterior components of door frame with Tyvek and metal.			
	Room 5-Kitchen	Clean, scrape and patch as necessary and repaint the walls of the room. Ceiling and trim are excluded from scope.			
5	Specialized Cleaning	Clean rear unit and surroundings as necessary to achieve HUD lead grant clearance. NOTE: ONE INTERIOR WINDOW SILL WIPE ABOVE ACTION LEVEL. ALL OTHER WIPES BELOW ACTION LEVEL.			

Total Bid: \$ _____

The undersigned contractor agrees to perform the scope of work for the indicated fee in accordance with applicable regulations and the project manual. The undersigned also certifies that the work will be completed within _____ days of award.

Signature of authorized contractor representative _____

Contractor Submitting Bid: _____

Address: _____

Phone: _____

1515 Norris Ave
Charlotte, NC

B Side

